

Sales Contract Checklist
(Print Only Form)

Date: _____ Jobin Agent _____

Property Address: _____

Purchaser Name: _____

Selling Company: _____

Name of Listing Agent: _____

Listing Company: _____

Lending Company: _____

Name of Loan Officer: _____ Phone: _____

Settlement Company: _____

Settlement Company Point of Contact: _____ Phone: _____

- Useful Information About Real Estate Transactions
- Sales Contract
- Sales Contract Addendum – Contingencies clauses
- Virginia Jurisdictional Addendum
- Virginia Residential Property Disclosure Act
- Residential Property Disclaimer Statement
- Annotated Summary of Rights and Obligations of Sellers and Purchasers
- For Your Protection – Get a Home Inspection
- FHA Does Not Warrant the Value or the Condition of A Home
- Home Inspection and Radon Testing Addendum
- Lead-Based Paint Contract Addendum
- Lead-Based Paint Fed Disclosure Laws and Regulations
- Lead-Based Paint – Protect Your Family from Lead Based Paint Manual
- Lead-Based Paint Sales Disclosure
- Disclosure of Brokerage Relationship
- RESPA (MBH) Disclosure Jobin
- Copy of Listing

**EARNEST MONEY MUST BE TURNED IN WITHIN 5 BUSINESS DAYS
OF CONTRACT RATIFICATION**

Reminders: Schedule Home/Radon/Other Inspections. Get Contingency Removed.
Deliver HOA/CONDO Docs to Purchaser/Order Termite Inspection. Deliver legible
complete contract to settlement agent.